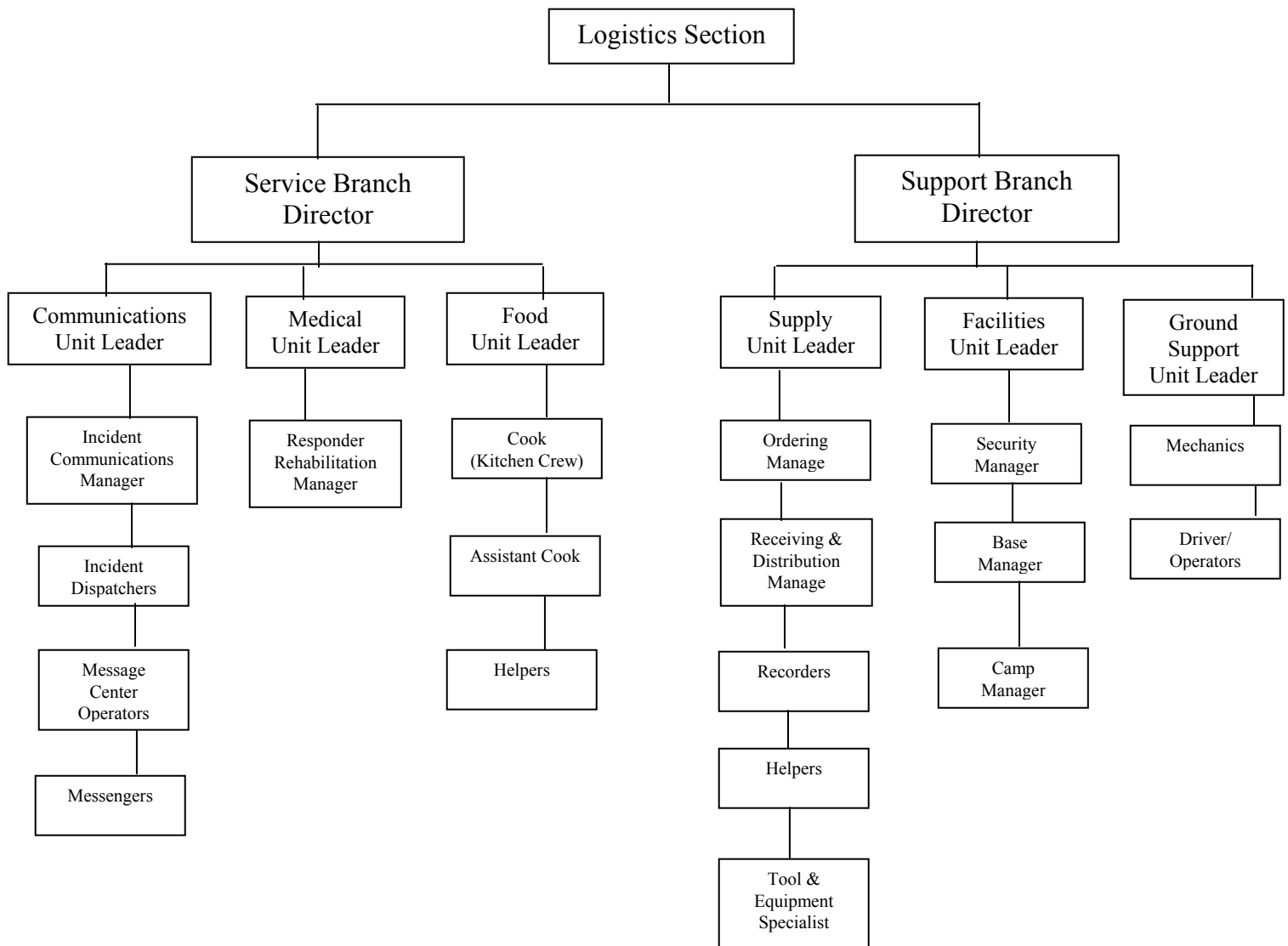


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LOGISTICS SECTION**

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## ORGANIZATION CHART



## POSITION CHECKLISTS

**LOGISTICS SECTION CHIEF:** The Logistics Section Chief, a member of the General Staff, is responsible for providing facilities, services, and material in support of the incident. The Section Chief participates in development and implementation of the Incident Action Plan and activates and supervises the Branches and Units within the Logistics Section.

- a. Review Common Responsibilities (page 1-2).
- b. Plan organization of Logistics Section.
- c. Assign work locations and preliminary work tasks to Section personnel.
- d. Notify Resources Unit of Logistics Section units activated including names and locations of assigned personnel.
- e. Assemble and brief Branch Directors and Unit Leaders.
- f. Participate in preparation of Incident Action Plan.
- g. Identify service and support requirements for planned and expected operations.
- h. Provide input to review Communications Plan, Medical Plan and Traffic Plan.
- i. Coordinate and process requests for additional resources.
- j. Review Incident Action Plan and estimate Section needs for next operational period.
- k. Advise on current service and support capabilities.
- l. Prepare service and support elements of the Incident Action Plan.
- m. Estimate future service and support requirements.
- n. Receive Demobilization Plan from Planning Section.
- o. Recommend release of unit resources in conformity with Demobilization Plan.
- p. Ensure general welfare and safety of Logistics Section personnel.
- q. Maintain Unit/Activity Log (ICS Form 214).

**SERVICE BRANCH DIRECTOR:** The Service Branch Director, when activated, is under the supervision of the Logistics Section Chief, and is responsible for the management of all service activities at the incident. The Branch Director supervises the operations of the Communications, Medical and Food Units.

- a. Review Common Responsibilities (page 1-2).
- b. Obtain working materials.
- c. Determine level of service required to support operations.
- d. Confirm dispatch of Branch personnel.
- e. Participate in planning meetings of Logistics Section personnel.
- f. Review Incident Action Plan.
- g. Organize and prepare assignments for Service Branch personnel.
- h. Coordinate activities of Branch Units.
- i. Inform Logistics Chief of Branch activities.
- j. Resolve Service Branch problems.
- k. Maintain Unit/Activity Log (ICS Form 214).

**COMMUNICATIONS UNIT LEADER:** The Communications Unit Leader, under the direction of the Service Branch Director or Logistics Section Chief, is responsible for developing plans for the effective use of incident communications equipment and facilities; installing and testing of communications equipment; supervision of the Incident Communications Center; distribution of communications equipment to incident personnel; and the maintenance and repair of communications equipment.

- a. Review Common Responsibilities (page 1-2).
- b. Review Unit Leader Responsibilities (page 1-3).
- c. Determine unit personnel needs.
- d. Prepare and implement the Incident Radio Communications Plan (ICS Form 205).
- e. Ensure the Incident Communications Center and Message Center are established.

- f. Establish appropriate communications distribution/maintenance locations within base/camp(s).
- g. Ensure communications systems are installed and tested.
- h. Ensure an equipment accountability system is established.
- i. Ensure personal portable radio equipment from cache is distributed per Incident Radio Communications Plan.
- j. Provide technical information as required on:
  - Adequacy of communications systems currently in operation.
  - Geographic limitation on communications systems.
  - Equipment capabilities/limitations.
  - Amount and types of equipment available.
  - Anticipated problems in the use of communications equipment.
- k. Supervise Communications Unit activities.
- l. Maintain records on all communications equipment as appropriate.
- m. Ensure equipment is tested and repaired.
- n. Recover equipment from relieved or released units.

**INCIDENT DISPATCHER:** The Incident Dispatcher (including incident Communications Manager) is responsible to receive and transmit radio and telephone messages among and between personnel and to provide dispatch services at the incident.

- a. Review Common Responsibilities (page 1-2).
- b. Ensure adequate staffing (Incident Communications Manager).
- c. Obtain and review Incident Action Plan to determine incident organization and Incident Radio Communications Plan.
- d. Set up Incident Radio Communications Center - check out equipment.
- e. Request service on any inoperable or marginal equipment.
- f. Set up Message Center location as required.
- g. Receive and transmit messages within and external to incident.
- h. Maintain files of Status Change Cards (ICS Form 210) and General Messages (ICS Form 213).
- i. Maintain a record of unusual incident occurrences.
- j. Provide briefing to relief on:

- Current activities.
- Equipment status.
- Any unusual communications situations.
- k. Turn in appropriate documents to Incident Communications Manager or Communications Unit Leader.
- l. Demobilize communications center in accordance with Incident Demobilization Plan.

**MEDICAL UNIT LEADER:** The Medical Unit Leader, under the direction of the Service Branch Director or Logistics Section Chief, is primarily responsible for the development of the Medical Plan, obtaining medical aid and transportation for injured and ill incident personnel, and preparation of reports and records.

- a. Review Common Responsibilities (page 1-2).
- b. Review unit Leader Responsibilities (page 1-3).
- c. Participate in Logistics Section/Service Branch planning activities.
- d. Establish Medical Unit.
- e. Prepare the Medical Plan (ICS Form 206).
- f. Prepare procedures for major medical emergency.
- g. Declare major medical emergency as appropriate.
- h. Respond to requests for medical aid, medical transportation, and medical supplies.
- i. Prepare and submit necessary documentation.

**RESPONDER REHABILITATION MANAGER:** The Rehabilitation Manager reports to the Medical Unit Leader and is responsible for the rehabilitation of incident personnel who are suffering from the effects of strenuous work and/or extreme conditions.

- a. Review Common Responsibilities (page 1-2).
- b. Designate responder rehabilitation location and have location announced on radio with radio designation "Rehab."
- c. Request necessary medical personnel to evaluate medical condition of personnel being rehabilitated.
- d. Request necessary resources for rehabilitation of personnel,

- e.g., water, juice, personnel.
- e. Request through Food Unit or Logistics Section Chief feeding as necessary for personnel being rehabilitated.
- f. Release rehabilitated personnel to Planning Section for reassignment.
- g. Maintain appropriate records and documentation.

**FOOD UNIT LEADER:** The Food Unit Leader is responsible for supplying the food needs for the entire incident, including all remote locations (e.g., Camps, Staging Areas), as well as providing food for personnel unable to leave tactical field assignments.

- a. Review Common Responsibilities (page 1-2).
- b. Review unit Leader Responsibilities (page 1-3).
- c. Determine food and water requirements.
- d. Determine method of feeding to best fit each facility or situation.
- e. Obtain necessary equipment and supplies and establish cooking facilities.
- f. Ensure that well-balanced menus are provided.
- g. Order sufficient food and potable water from the Supply Unit.
- h. Maintain an inventory of food and water.
- i. Maintain food service areas, ensuring that all appropriate health and safety measures are being followed.
- j. Supervise caterers, cooks, and other Food Unit personnel as appropriate.

**SUPPORT BRANCH DIRECTOR:** The Support Branch Director, when activated, is under the direction of the Logistics Section Chief, and is responsible for development and implementation of logistics plans in support of the Incident Action Plan. The Support Branch Director supervises the operations of the Supply, Facilities and Ground Support Units.

- a. Review Common Responsibilities (page 1-2).
- b. Obtain work materials.
- c. Identify Support Branch personnel dispatched to the incident.
- d. Determine initial support operations in coordination with Logistics Section Chief and Service Branch Director.

- e. Prepare initial organization and assignments for support operations.
- f. Assemble and brief Support Branch personnel.
- g. Determine if assigned Branch resources are sufficient.
- h. Maintain surveillance of assigned units work progress and inform Section Chief of activities.
- i. Resolve problems associated with requests from Operations Section.
- j. Maintain Unit/Activity Log (ICS Form 214).

**SUPPLY UNIT LEADER:** The Supply Unit Leader is primarily responsible for ordering personnel, equipment and supplies; receiving, and storing all supplies for the incident; maintaining an inventory of supplies; and servicing non-expendable supplies and equipment.

- a. Review Common Responsibilities (page 1-2).
- b. Review unit Leader Responsibilities (page 1-3).
- c. Participate in Logistics Section/Support Branch planning activities.
- d. Determine the type and amount of supplies enroute.
- e. Review Incident Action Plan for information on operations of the Supply Unit.
- f. Develop and implement safety and security requirements.
- g. Order, receive, distribute, and store supplies and equipment.
- h. Receive and respond to requests for personnel, supplies and equipment.
- i. Maintain inventory of supplies and equipment.
- j. Service reusable equipment.
- k. Submit reports to the Support Branch Director.



**ORDERING MANAGER CHECKLIST:** The Ordering Manager is responsible for placing all orders for supplies and equipment for the incident. The Ordering Manager reports to the Supply Unit Manager.

- a. Review Common Responsibilities (page 1-2).
- b. Obtain necessary agency(s) order forms.
- c. Establish ordering procedures.
- d. Establish name and telephone numbers of agency(s) personnel receiving orders.
- e. Set up filing system.
- f. Get names of incident personnel who have ordering authority.
- g. Check on what has already been ordered.
- h. Ensure order forms are filled out correctly.
- i. Place orders in a timely manner.
- j. Consolidate orders when possible.
- k. Identify times and locations for delivery of supplies and equipment.
- l. Keep Receiving and Distribution Manager informed of orders placed.
- m. Submit all ordering documents to Documentation Control Unit through Supply Unit Leader before demobilization.

**RECEIVING AND DISTRIBUTION MANAGER CHECKLIST:** The Receiving and Distribution Manager is responsible for receiving and distribution of all supplies and equipment (other than primary resources) and the service and repair of tools and equipment. The Receiving and Distribution Manager reports to the Supply Unit Leader.

- a. Review Common Responsibilities (page 1-2).
- b. Order required personnel to operate supply area.
- c. Organize physical layout of supply area.
- d. Establish procedures for operating supply area.
- e. Set up filing system for receiving and distribution of supplies and equipment.
- f. Maintain inventory of supplies and equipment.
- g. Develop security requirement for supply area.
- h. Establish procedures for receiving supplies and equipment.
- i. Submit necessary reports to Supply Unit Leader.

- j. Notify Ordering Manager of supplies and equipment received.
- k. Provide necessary supply records to Supply Unit Leader.

**FACILITIES UNIT LEADER:** The Facilities Unit Leader is primarily responsible for the layout and activation of incident facilities, e.g., Base, Camp(s) and Incident Command Post. The Unit provides sleeping and sanitation facilities for incident personnel and manages Base and Camp(s) operations. Each facility (Base, Camp) is assigned a manager who reports to the Facilities Unit Leader and is responsible for managing the operation of the facility. The basic functions or activities of the Base and Camp Managers are to provide security service, and general maintenance. The Facility Unit Leader reports to the Support Branch Director.

- a. Review Common Responsibilities (page 1-2).
- b. Review Unit Leader Responsibilities (page 1-3).
- c. Receive a copy of the Incident Action Plan.
- d. Participate in Logistics Section/Support Branch planning activities.
- e. Determine requirements for each facility.
- f. Prepare layouts of incident facilities.
- g. Notify unit leaders of facility layout.
- h. Activate incident facilities.
- i. Provide Base and Camp Managers.
- j. Provide sleeping facilities.
- k. Provide security services.
- l. Provide facility maintenance services-sanitation, lighting, clean up.

**FACILITY MAINTENANCE SPECIALIST:** The Facility Maintenance Specialist is responsible to ensure that proper sleeping and sanitation facilities are maintained; to provide shower facilities; to provide and maintain lights and other electrical equipment; and to maintain the Base, Camp and Incident Command Post facilities in a clean and orderly manner.

- a. Review Common Responsibilities (page 1-2).
- b. Request required maintenance support personnel and assign duties.
- c. Obtain supplies, tools, and equipment.

- d. Supervise/perform assigned work activities.
- e. Ensure that all facilities are maintained in a safe condition.
- f. Disassemble temporary facilities when no longer required.
- g. Restore area to pre-incident condition.

**SECURITY MANAGER CHECKLIST:** The Security Manager is responsible to provide safeguards needed to protect personnel and property from loss or damage.

- a. Review Common Responsibilities (page 1-2).
- b. Establish contacts with local law enforcement agencies as required.
- c. Contact the Resource Use Specialist for crews or Agency Representatives to discuss any special custodial requirements which may affect operations.
- d. Request required personnel support to accomplish work assignments.
- e. Ensure that support personnel are qualified to manage security problems.
- f. Develop Security Plan for incident facilities.
- g. Adjust Security Plan for personnel and equipment changes and releases.
- h. Coordinate security activities with appropriate incident personnel.
- i. Keep the peace, prevent assaults, settle disputes through coordination with Agency Representatives.
- j. Prevent theft of all government and personal property.
- k. Document all complaints and suspicious occurrences.

**BASE MANAGER:** The Base Manager is responsible to ensure that appropriate sanitation, security, and facility management services are conducted at the Base. The Base Manager duties include:

- a. Review Common Responsibilities (page 1-2)
- b. Determine personnel support requirements.
- c. Obtain necessary equipment and supplies.
- d. Ensure that all facilities and equipment are set up and properly functioning. Supervise the establishment of:

- Sanitation facilities (including showers).
  - Sleeping facilities.
- e. Make sleeping area assignments.
- f. Ensure that strict compliance is made with all applicable safety regulations.
- g. Ensure that all facility maintenance services are provided.

**CAMP MANAGER:** On large incidents, one or more camps may be established by the General Staff to provide better support to operations. Camps may be in place several days or may be moved depending upon the nature of the incident. Functional unit activities performed at the ICS Base may be performed at the Camp(s). These could include: Supply, Medical, Ground Support, Food, Communications and Finance/Administration as well as the Facilities Unit functions of facility maintenance and security. Camp Managers are responsible to provide non-technical coordination for all units operating within the Camp. Units assigned to Camps will be determined by the ICS General Staff. Personnel requirements for units at Camps will be determined by the parent unit based on kind and size of incident and expected duration of Camp operations.

- a. Review Common Responsibilities (page 1-2).
- b. Determine personnel support requirements.
- c. Obtain necessary equipment and supplies.
- d. Ensure that all sanitation, shower and sleeping facilities are set up and properly functioning.
- e. Make sleeping arrangements.
- f. Provide direct supervision for all facility maintenance and security services at Camp.
- g. Ensure that strict compliance is made with all applicable safety regulations.
- h. Ensure that all Camp to Base communications are centrally coordinated.
- i. Ensure that all Camp to Base transportation scheduling is centrally coordinated.
- j. Provide overall coordination of all Camp activities to ensure that all assigned units operate effectively and cooperatively in meeting incident objectives.

- k. Maintain Unit/Activity Log (ICS Form 214).

**GROUND SUPPORT UNIT LEADER:** The Ground Support Unit Leader is primarily responsible for 1) support out of service resources 2) transportation of personnel, supplies, food, and equipment 3) fueling, service, maintenance, and repair of vehicles and other ground support equipment and 4) implementing Traffic Plan for the incident.

- a. Review Common Responsibilities (page 1-2).
- b. Review Unit Leader Responsibilities (page 1-3).
- c. Participate in Support Branch/Logistics Section planning activities.
- d. Develop and implement Traffic Plan.
- e. Support out-of-service resources.
- f. Notify Resources Unit of all status changes on support and transportation vehicles.
- g. Arrange for and activate fueling, maintenance, and repair of ground resources.
- h. Maintain inventory of support and transportation vehicles (ICS Form 218).
- i. Provide transportation services.
- j. Collect use information on rented equipment.
- k. Requisition maintenance and repair supplies (e.g., fuel, spare parts).
- l. Maintain incident roads.
- m. Submit reports to Support Branch Director as directed.

**EQUIPMENT MANAGER:** The Equipment Manager provides service, repair and fuel for all apparatus and equipment; provides transportation and support vehicle services; and maintains records of equipment use and service provided.

- a. Review Common Responsibilities (page 1-2).
- b. Obtain Incident Action Plan to determine locations for assigned resources, Staging Area locations, and fueling and service requirements for all resources.
- c. Obtain necessary equipment and supplies.
- d. Provide maintenance and fueling according to schedule.

- e. Prepare schedules to maximize use of available transportation.
- f. Provide transportation and support vehicles for incident use.
- g. Coordinate with Agency Representatives on service and repair policies as required.
- h. Inspect equipment condition and ensure coverage by equipment agreement.
- i. Determine supplies (e.g., gasoline, diesel, oil and parts needed to maintain equipment in efficient operating condition), and place orders with Supply Unit.
- j. Maintain Support Vehicle Inventory (ICS Form 218).
- k. Maintain equipment rental records.
- l. Maintain equipment service and use records.
- m. Check all service repair areas to ensure that all appropriate safety measures are being taken.

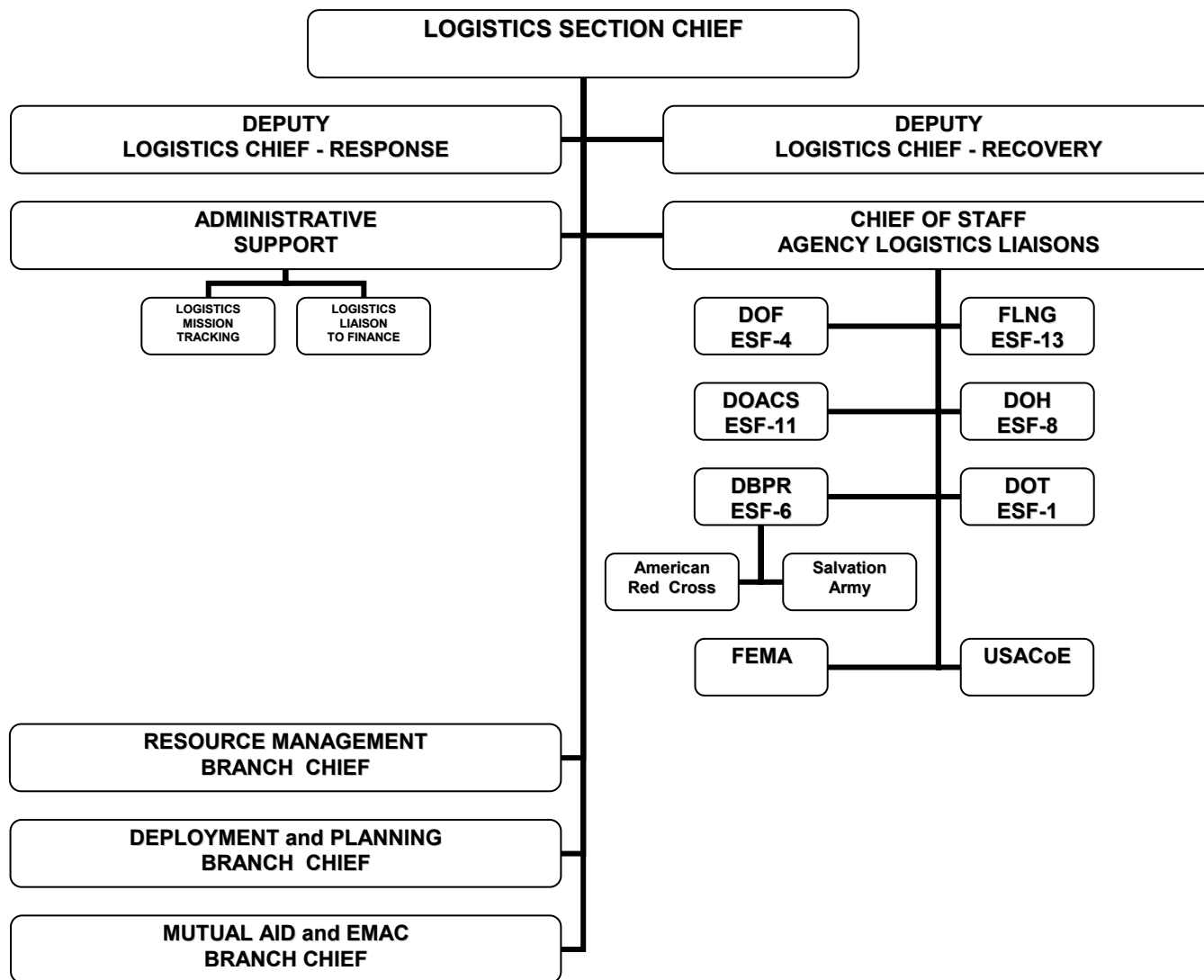
## **State Unified Logistics Section**

State Logistics has been reorganized at the State EOC and field levels into an all agency Unified Logistics Section. This has been reflected in the updates of the State comprehensive Emergency Management Plan (CEMP).

At the State EOC Level, there are three Branches - Deployment, Field Operations and Planning, Resource Management and EMAC Mutual Aid.

The purpose of the Unified Logistics Section is to collectively work to address critical logistics issues and actions that require multi-agency efforts and response.

## STATE EOC LOGISTICS SECTION ORGANIZATIONAL STRUCTURE OVERVIEW



*Refer to the State Unified Logistics plan for individual charts depicting each Branch organized under the State Logistics Section*



## ***FIELD LOGISTICS ORGANIZATION AND SITES***

The State Unified Logistics Section establishes and supports the following sites during emergencies.

### **STATE MOBILIZATION AREAS:**

One or more assembly sites are established out of the potential impact area(s), typically prior to an event, such as a hurricane for the purpose of receiving resources from various sources such as water, ice, food, generators, pumps, forklifts and other MHE, light trailers and cranes. In addition, resources such as personnel, structured teams and task forces such as USaR, fire fighting, DMAT, National Guard and others may also be staged at these sites.

These sites are typically open areas such as farmers markets, fair grounds or other large parking areas. Staffing is minimal, typically tasked by the State with a Type III IMT. Resources are checked in, staged, convoys formed and readied for deployment post event.

Once the event has occurred, such as a hurricane making landfall, these resources are then forwarded under a State law enforcement escorted convoy plan to forward sites such as State Logistics Staging Areas, Forward Operations Bases, and Base Camps or directly to affected / impacted counties and locations.

### **STATE LOGISTICS STAGING AREAS:**

Three types of STATE Logistics Staging areas exist:

**TYPE I:** The largest site located on a facility that support both fixed and rotor wing aviation assets. The site can support 300 – 400 semi tractor-trailer units, at least 100,000 square feet of warehouse storage and office space. Each LSA operates within an established Area of Responsibility (AOR) as designated by the State EOC to support the overall response for all agencies. Shipments from LSA's are typically direct to the points of end use such as County Points of Distribution, shelters, critical facilities, Base

Camps etc.

These sites include civil or military airports or fields, and are mission tasked by the State by a combination of FL DoF, FL National Guard and ESF's from 2,4,6,8, 11. Multiple sites will be established based on the required AOR's for the event.

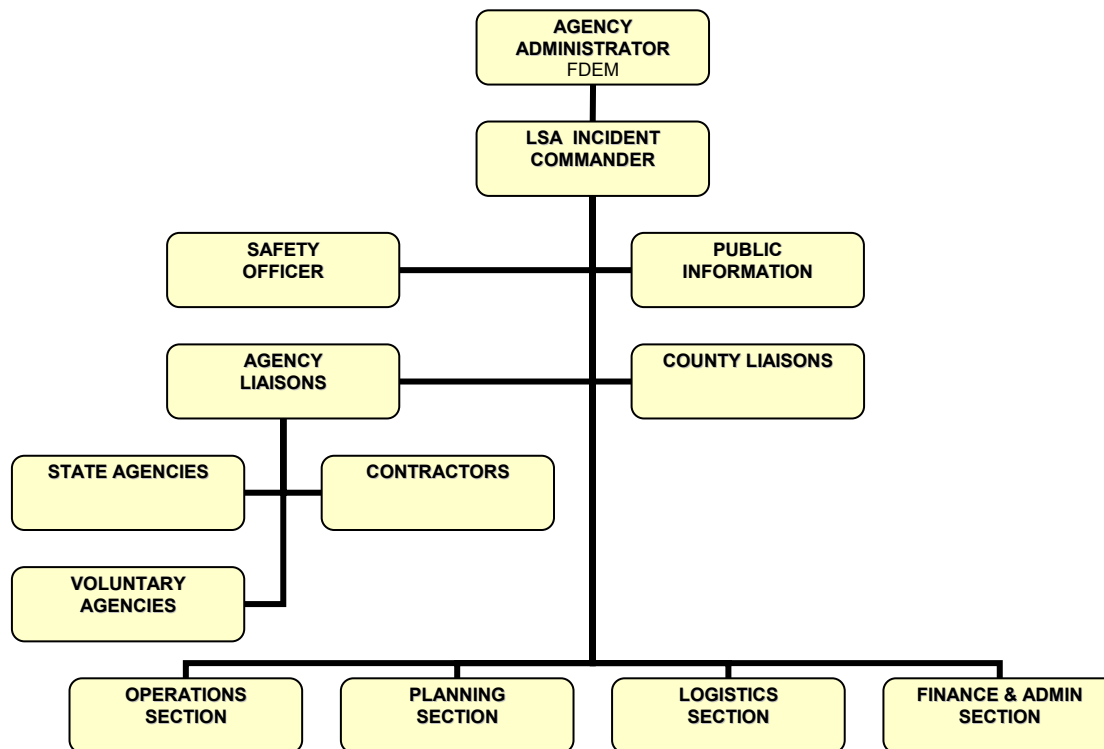
**TYPE I-A:** Mission specific site that supports the Center for Dioxin Control, Strategic National Stockpile program. The site supports both fixed (Cargo 747) and rotor wing aviation assets. 10,000 square feet of air-conditioned warehouse space established as a high security inner perimeter, within an overall secure Logistics Staging Area. The site also supports the overall operation to include typical LSA resources, and shares common resources such as multi-modal transportation, mission tracking, MHE, communications and life safety and support.

These sites include civil or military airports or fields. Primary responsibility for the management for the SNS Package is that of ESF-8, State Health Department, supported by a typical LSA staffing by FL DoF, FL National Guard and ESF's from 2, 4, 6, 8 and 11 as required.

**TYPE II:** Similar to a Type I site except supports only rotor wing aviation assets. Must be able to support 200-300 semi tractor-trailer units, and at least 80,000 square feet of warehouse space. Staffing and function remain the same as a Type I LSA.

**TYPE III:** This is referred to as a county Staging Area, or CSA. Counties may option to establish these for purposes of supporting local operations such as County Point of Distribution, local shelters etc. or for smaller disaster operations.

## STATE LSA ORGANIZATIONAL CHART



*Refer to the State Unified Logistics Plan for individual charts depict each Branch organization to include the FL National Guard and other State and Voluntary Agencies*

### FORWARD OPERATIONS BASES:

FOB's may be established by the State to stage specialty teams preparing to deploy into an impact area. These can include USaR, RMat/DMAT, RECON, FEMORS/DEMORS. Teams must be self sufficient, and the site requires minimal support requirements outside of possibly a Type III IMT for check-in.

### BASE CAMPS:

The State will establish one or more Base Camps contiguous to an event site in support of emergency responders when there are inadequate hotel

and food service establishments in the immediate area to support a large force. The other condition would be if sending in a large number of responders would displace disaster clients from available hotel space, resulting in a prolonged mass sheltering requirement. Base Camps are established for ALL emergency responders on the incident. These include local, state and voluntary agencies. Federal Base Camps would be established for federal workers. Base Camps are not established by the State for profit-based corporations such as utility companies, debris contractors, or roofing contractors, who have the ability to contract for services on their own.

Base Camps are Typed as; Type I = 1000 persons, Type II = 750 persons, Type III = 500 persons and Type IV = 250 persons. Services provided include billeting, food services, laundry, showers and restrooms, and morale and welfare services. The USFS menu plan is used for food services. Camps are configured either as CONEX living and support units, or floored air conditioned long span structures with privacy curtains. Once ordered, 96-hours are required to establish a camp for 500 or more persons.

### **COUNTY POINTS OF DISTRIBUTION:**

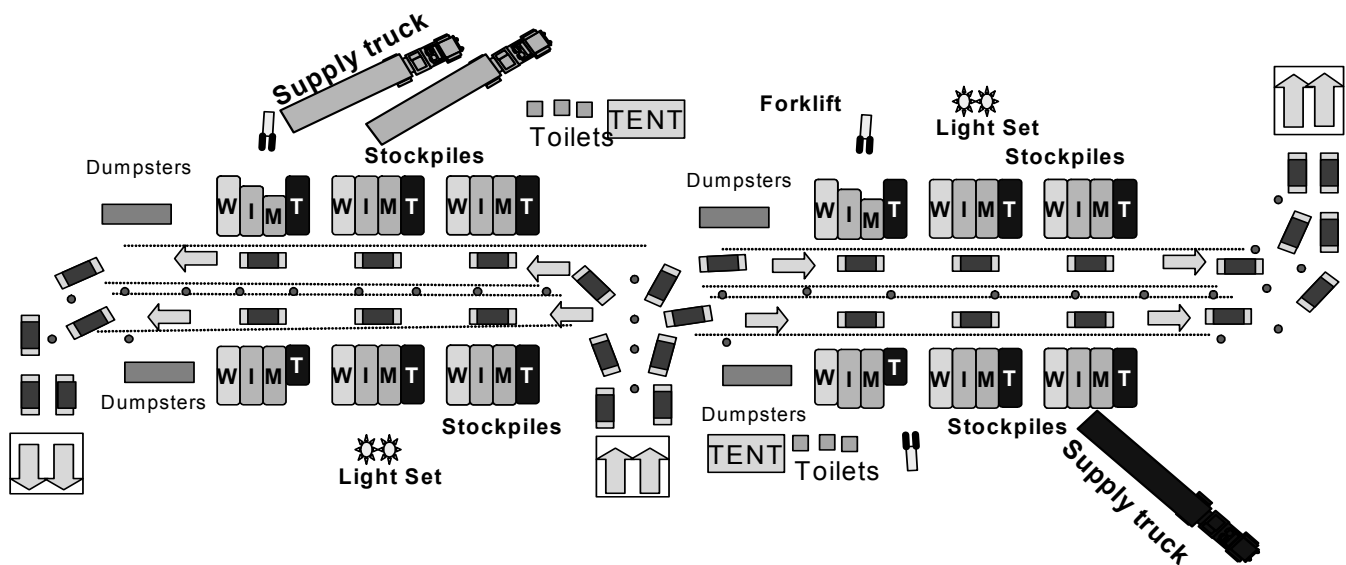
County Points of Distribution or POD's are locations where the general public may access government resources after an event. POD's are referred to in two plans. The first is in a typical major disaster where the public requires essential resources such as water, ice, food and other items in bulk quantities. In these cases, vehicles drive through without persons getting out of their vehicles, while workers load bulk commodities in the trunks of their vehicles.

The second reference to POD's are in the Strategic National Stockpile Plan. POD's in these cases remain point where the public may receive event specific antidotes due to the potential exposure to a chemical or biological event, or in cases of pandemic events where inoculations may be required.

**TYPE I - DISTRIBUTION POINT**

Serves 20,000 persons per day

560 vehicles per hour



Note: Individual vehicles drive through and Ice & water is loaded into their trunks. Recommend One case water, 2 or 3 bags of ice per vehicle and 6 MRE's.

Supply trucks for Ice, Water, MRE's and Tarps are to be off-loaded promptly and returned for re-supply.

**Maximum Loads per Day – Type I**

Water	4
Ice	4
MRE	2
Tarp	2

Figure 3

**Requesting Resources through the State Unified Logistics Section**

Resource requests through the State remain the same. Requests are channeled through the County EOC to the State EOC for support of assets or personnel. Once the State has established a State Logistics Staging Area, agencies may draw from these based on how the operation has been structured. Meaning, that is the State has established specific Areas of Responsibility, and tasked a State DEM Incident Management Team to manage the incident, resources may be requested through the State IMT to the LSA. If an IMT has not been established, resource requests continue to be coordinated through the State EOC from the County EOC.

**600,000 PERSON PROJECTION MODELS****WATER:**

- 4 liters or 1 gal per person (3.79 liters per gal)
- 18,000 liters or 4,750 gal per truck
- 20 Pallets per Truck, 900 liters per Pallet, 237 gal per Pallet, 1900 # per pallet
- 212 Trucks = 1 Million Gal (1 Million persons) (*1½ Day Supply*)

**ICE:**

- 8# (1bag) per person per day
- 40,000 # per Truck Load
- 20 Pallets per Truck, 2000# per Pallet, 250 - 8# bags per pallet, 5,000 Bags per Truck
- 25 Trucks = 1 million #
- 200 Trucks = 1 Million Persons (*1½ Day Supply*)

**SHELF STABLE FOODS:**

- 2 MRE's per person per day
- 21,744 MRE's per truck load
- 20 Pallets per truck
- 12 MRE's per case, 1812 cases per truck
- 92 truck loads = 2 million MRE's = 1 Million Persons (*1½ Day Supply*)

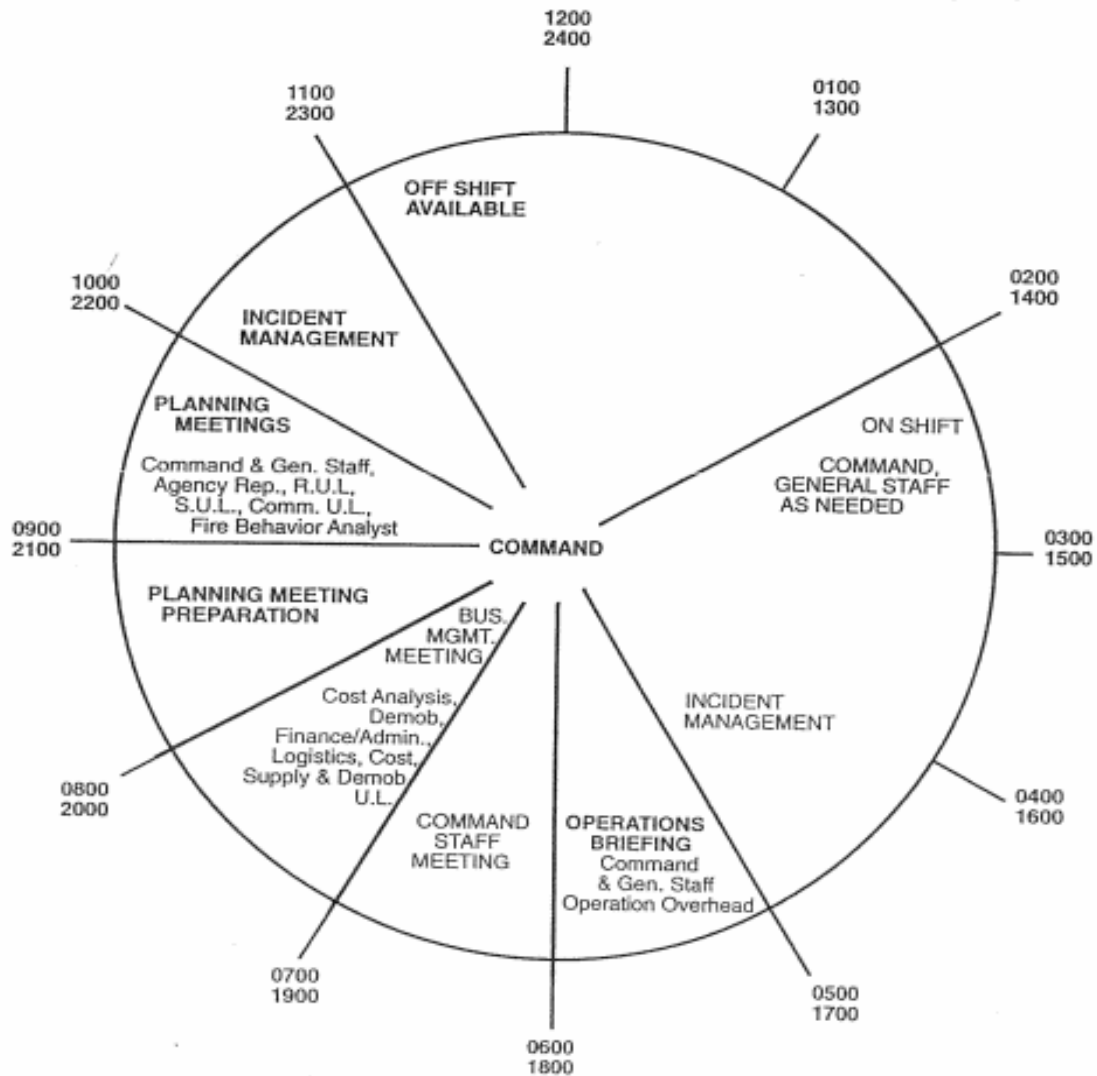
**TARPS:**

- 4,400 tarps per truck load
- Tarp size is generally 20' x 25' or 20' X 40'

**DISTRIBUTION SITES:**

- Based on past experience, a well planned and operated distribution point with one lane of traffic and 3 loading points can service 145 cars per hour. Based on a 12 hour work day, about 1,700 vehicles or 1,700 x 3 = 5,100 people can be served.

### Command and General Staff Planning Cycle Guide



### LOGISTICS SECTION PLANNING CYCLE GUIDE